



King County

Finance and Business Operations Division

Procurement and Contract Services Section

Department of Executive Services

EXC-FI-0871

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April, 6 2004

To Prospective Proposers

Payroll Check Printing Business Continuity Services

RFP #04-010 AC

Addendum No. 4

Notice is hereby given that the solicitation document cited above has been amended or revised. The revised or changed sections are more fully explained below.

Section of RFP DESCRIPTION OF CHANGE

Subsection 1.6 Schedule

Change the row of the table below to the following:

Event	Day/Month/Year	Time
Last questions due, in writing	April 12, 2004	4:00 p.m.
Proposals due	April 22, 2004	2:00 p.m.

Subsection 2.4 Evaluation Criteria

- d. Able to process and prepare for shipment at least 18,000 checks within a reasonable period of time – preferably 8 hours – upon notification and request for services. Describe how alternate response times impact cost.

Listed below is a clarification:

1. *Elaborate on the signature card King County currently uses.*

The signature card uses a PCL font, TROY digital image, which is non-encrypted. The image uses cells assigned to an ASCII character. The card resides on a memory module, which lies on the controller.

The remainder of this RFP document is unchanged. Please acknowledge this addendum in the space provided in **ATTACHMENT A, Proposal Response Form**.

If you have any questions, please contact the undersigned at allen.cantara@metrokc.gov , (206) 263-5246, or FAX (206) 684-1470

This Addendum #4 shall be attached to and made part of RFP #04-010 AC.

Note: This Addendum and RFP 04-010 AC are available on the Internet at <http://www.metrokc.gov/finance/procurement>. Potential Proposers must contact the buyer at allen.cantara@metrokc.gov to ensure they receive any subsequent addenda revising or clarifying RFP 04-010 AC.

Issued by: _____

Allen Cantara,
Buyer